

PITCHFORK FLATS ASSOCIATION, INC.
BOARD MEETING
JUNE 13, 2023 – 5:30 pm
VIA ZOOM

Hannes Gehring of Toad Property Management called the meeting to order at 5:34 p.m.

Participating via Zoom:

Amy McFadzean

Matt Shipps

Hannes Gehring

Toad Property Management

Hannes confirmed there was a quorum.

Amy made a motion to approve the minutes of the March 8, 2023 meeting with an amendment to reflect the conversation that the Board would be immediately involved if cash flow problems seemed likely so the Board could be part of a prompt resolution of the issue. Matt seconded the motion and it was unanimously approved. Hannes said the minutes of prior meetings were displayed on the Pitchfork Flats page on the Toad website for at least 7 years. A recording of the meeting was held on the Zoom site and could be obtained if necessary in the future.

Several owners felt the hours charged by Complete Coverage were inflated as owners had tracked the actual work performed on roof snow removal. Attempts had been made to reduce the amount of work Complete Coverage needed to do and owners had performed the work at those areas but the hours were still high. The invoicing could have been as much as \$1,300 higher than owners expected. Matt agreed to gather notes and photographs from owners regarding the work performed and email that to the Board and Hannes. A detailed approach by Hannes could then be made to Complete Coverage regarding the differences. Amy and Matt said they would be happy to join the conversation with Complete Coverage.

Hannes said quarterly financial reports would soon be available from the new accounting department. Reports would generally be available three weeks after the end of the quarter. Hannes explained he would be happy to prepare a simple financial snapshot in between those financial reports.

Hannes explained efforts would be made to notify the Board of any cash flow concerns. Large invoices would be shared with the Board as requested and regular financial reports would help the Board to understand and track expenses. Hannes apologized for not sharing the Complete Coverage invoice with the Board prior to payment.

Matt said some exterior repairs, such as reattaching siding, were necessary at the Horseshoe building. Hannes confirmed Pete of Blue Dog Home Improvement and Toad would review the damage to the green siding on the west side of the Horseshoe building. Matt said the work was minimal and probably just an hour if the existing materials could

be reattached. Pete would also inspect the other siding damage to determine the amount of work necessary.

Hannes said the owner of Unit 416 had some interior damage which needed to be addressed. The cause of the water infiltration would be investigated and the intention was to solve that problem prior to restoring the inside of the unit. Hannes said Bart Laemmel could investigate the water infiltration and damage. Bart could inspect the entire building and Hannes said he would ask Bart and contractors if it would be necessary to remove the ceiling or drywall to try to track the water infiltration. The cost for Bart to make an inspection would probably be \$1,300. A very rough estimate for the work to restore the unit would be approximately \$5,000 but cost to correct the cause of the water infiltration was unknown.

Hannes explained the Board could vote for a special assessment to make essential repairs to the buildings and the assessments could be building specific. The Association did not have much money in the Bank at the present time and Hannes said it would be necessary to prioritize work and consider a special assessment to fund the work. Matt said dues had been increased in 2023 to build reserves for future expenses.

Matt suggested having the exterior repairs made and then work on the interior of Unit 416 once contractors had provided some estimates and funds could be collected. Matt agreed to email information regarding the discrepancy in Complete Coverage hours and Hannes would reach out to Complete Coverage. Any money collected from Complete Coverage would allow the Association to make repairs and/or engage Bart Laemmel, a Building Scientist, to inspect the building and also help to calculate a special assessment.

Hannes said Pete of Blue Dog and Drake Austin had been on the roof and Hannes would confirm the date Drake was there and what he found. Concern was expressed about the inability to find a solution to solving the ongoing leaks into Unit 416. After a long discussion it was agreed the cause of the damage needed to be identified. It was agreed engaging Bart Laemmel, a Building Scientist, would be the next step after Drake Austin had confirmed what he found, if anything, on the roof.

Amy asked that Toad cover the excess \$1,300 charged by Complete Coverage if it was not possible to recover that money from Complete Coverage. Amy said a mistake had been made in the Toad office and the invoice paid prior to approval from the Board and somebody needed to own the mistake. Hannes said he would speak to Rob and Complete Coverage and report back to the Board.

At 7:30 p.m. Amy made a motion to adjourn the meeting. Matt seconded the motion and it was unanimously approved.